

COMMUNITY BUILDING CYCLE ASSESSMENT

Community Building Institute

In order to prepare for the Community Building Institute, please answer. The Community Building Institute is an opportunity to plan. Since CBI is a planning process, it is most effective if you are able to come prepared with this information about your project and the work plan or assignment you are addressing.

- 1. What is the Community Need or Problem?**
 - Did someone do a study? When?
 - Is there any data to support that the problem exists? When was it gathered?
 - Was the community consulted, e.g., did someone interview community members, especially those affected by the problem? Don't forget community leaders, service agencies, business owners, etc. that may be affected.
- 2. Was anything done to motivate the community to be involved in solving the problem?**
 - Newspaper articles?
 - Public presentations?
 - Conferences, workshops?
- 3. Does a board or group of community members meet to help solve the problem?**
 - Do they have a mission and vision?
 - Are there bylaws?
 - How many members and what sectors of the community do they represent?
 - Do the board/group members have job descriptions?
 - Who is taking responsibility for the meetings? (Who sends out the meeting agendas? Who calls the meetings to order?)
- 4. Have any long or short-term strategies been developed to solve the problem?**
 - Is there a Plan or written document? How was it developed?
 - What are the community group's strategies?
 - Do you have a copy?
- 5. Are the strategies being implemented?**
 - For example: Are they developing a volunteer management plan and/or recruiting volunteers? Are programs being developed? Are grants being written or resources being developed?
- 6. Is the problem being solved? Has progress been evaluated or measured?**
 - Look for follow-up surveys or needs assessment.
 - Have changes been made to existing strategic plans – updated plans?
 - What changes have occurred in the community problem? To find out, you could look for changes in the baseline data, i.e. “an increase of 40% or an additional 350 children are reading at grade level.”
 - How do you know?